 Marketing & Social Media Coordinator

**Job Summary:**

Fay Biccard Glick Neighborhood Center at Crooked Creek is looking for a **Marketing and Social Media Coordinator.** Under the supervision and direction of the Program Director, the Marketing Intern has responsibility to support and manage the daily activities of all of the Fay Biccard Glick Neighborhood Center social media assets including: Facebook, LinkedIn, Twitter & website. Regular communication and collaboration with individual departments regarding content and publishing strategies are essential. This person will also participate and support other integrated marketing campaigns and promotions during the year.

**Job Duties:**

* Updating the website and input new information process.
* Develop and document a companywide social media strategy/best practices guideline.
* Grow the social media and community engagement throughout the different channels.
* Use the latest on-line social media analytics tools to generate bi-weekly progress reports
* To research and propose new social friend-raising campaigns
* Manage the posting of content on the website over the week and during weekends
* Create marketing materials for all programs or events within the center
* Attend group meetings and planning sessions as required.
* Additional responsibilities to be determined

**Qualifications, Education, and Experience:**

* Working towards a degree in Nonprofit Management, Marketing, or Philanthropy.
* Excellent organizational skills, attentiveness to detail and ability to follow through with multiple projects
* Communications and Media skills- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
* Have a good understanding of MS Office Suite
* Experience with collaborative, team-oriented environments
* Candidate bilingual in Spanish and English will be given priority
* Candidate can work up to 20 hours a week.

Salary will be based on experience. Interested applicants should submit a resume and cover letter to dharris@fbgncenter.org and put “Social Media Intern” in the subject line.